



SANITATION INSPECTOR

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of technical and field inspection work involved in the enforcement of the City's refuse collection and disposal ordinances and requirements; and to investigate and resolve citizen complaints.

Supervision Received and Exercised:

Receives direction from the Assistant Field Services Superintendent - Streets and Sanitation or from other supervisory or management staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Inspect alleys, streets, residential properties and commercial establishments to ensure the proper collection and disposal of refuse, trash, other discarded materials and other unsanitary conditions.
- Inspect curbside recycling containers to ensure proper disposal methods are followed.
- Advise, instruct and persuade property owners, tenants and operators of commercial establishments to correct violations; issue notices of compliance for violations of City refuse codes; file complaints through the court system for violations not corrected.
- Review residential and commercial development site plans and plat maps to ensure proper access for sanitation trucks and equipment and for compliance with City and State codes, ordinances, and statutes; inspect all construction sites for compliance with approved site plans.
- Meet with developers, architects, attorneys, business owners, contractors and others to inform them of City requirements regarding vehicle access, number and placement of receptacles and other related codes and ordinances.

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- Meet with business and property owners and residents to ensure safe and proper disposal of refuse and waste materials; regulate commercial and residential waste disposal to ensure proper and safe disposal of waste and toxic chemicals.
- Meet with City planners and engineers to stay informed of changes that will affect residential and commercial refuse collection and access routes.
- Provide information to City engineers regarding the impact of proposed plans and changes upon the refuse collection system.
- Plan and develop refuse collection schedules and routes in new areas; notify residents of schedules or changes to schedules; inform customers and residents of proper use and care of City-owned containers.
- Respond to and resolve citizen inquiries and complaints concerning violations of City codes and ordinances; document all complaints, inspections and relevant issues.
- Coordinate with the hazardous material task force committee; develop employee hazardous communication training and labeling program.
- Serve as Streets and Sanitation Field Safety Officer.
- Assist in creating standard operating procedures; develop notices for proper disposal methods; implement new programs, procedures and systems.
- Maintain MSDS files on all applicable materials used in the division.
- Conduct property searches to acquire legal descriptions, assess agreements and property owners; research proposed abandonment requests of existing right-of-ways.
- Update City address' corrections, changes, maps and related information.
- Prepare special reports and conduct surveys regarding proper disposal and or refuse collection; analyze and study refuse collection operations and prepare reports; prepare administrative reports regarding impact and cost analysis of various projects; create and maintain various computer databases and programs.
- Act as Streets and Sanitation Supervisor as required; and attend meetings.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related

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experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible administrative or technical experience involving public contact work including some field experience in refuse collection and disposal.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in psychology, engineering, business or public administration. An Associate of Arts degree is desirable.

Licenses/Certifications:

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 7050

Salary Range: 22

FLSA: Non-Exempt